

# Application for Employment

Personal Information			
Last Name:	First Name:	M.I.:	
Present Address:	City:	State:	Zip:
Other Address:			
Email:	Home Phone: (____)	Cell Phone: (____)	

Position you are applying for:			
Where did you learn about the position you are applying for?	<input type="checkbox"/> Friend/ Employee	<input type="checkbox"/> Internet (please specify):	
	<input type="checkbox"/> Drop in	<input type="checkbox"/> Other (please specify):	
I am seeking:	<input type="checkbox"/> Full-Time work		
	<input type="checkbox"/> Part-Time work. Requested hours per week (provide a range):		
Requested hourly rate:	\$ _____		
Can you start work immediately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If not, when are you available?			

Employment Information		
Are you presently legally authorized to work in the United States on a full time basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any friends/family currently employed by our company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, identify their name(s) and position(s):		
Have you ever applied to this company before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state when and for what position:		
If hired, can you furnish proof that you are at least 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, can you furnish proof that you are at least 21 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a current California Food Handler Card/Certificate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a current Responsible Alcohol Service Card/Certificate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Education				
	Name, City and State	Years Completed	Course of Study	Degree
High School				
College				
College				
Other Education / Training				
Certifications				

Employment Background			
Please list your last 3 employers, starting with the most recent. Please describe your situation if there are any periods of unemployment in your history. If self-employed, list your company's name and business references.			
Most Recent Employer:			
Name			
Address:			
Position/Title:	Hire Date:	To:	
Manager:	Salary:		
May we contact this employer for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Employer:			
Name			
Address:			
Position/Title:	Hire Date:	To:	
Manager:	Salary:		
May we contact this employer for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Employer:			
Name			
Address:			
Position/Title:		Hire Date:	To:
Manager:		Salary:	
May we contact this employer for a reference?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment History Explanations (if needed):

**Reference**

Please list your last 3 employers, starting with the most recent. Please describe your situation if there are any periods of unemployment in your history. If self-employed, list your company's name and business references.

Name	Title	Relationship	Telephone	Years Known

**Certification**

Please read each paragraph carefully, initial each paragraph, and sign below. Your initials signify that you have read, understood and agreed to the provisions initialed.

This employer takes very seriously false or misleading information provided by applicants on a job application, resume, and other application related materials, including statements made in job interviews. Any representation made by a job applicant that contains false or misleading information, or omits significant information, will result in employer's refusal to hire the applicant or, if discovered after employment commences, will be grounds for immediate termination of employment. My initials below, and signature on this application, certify that this application was completed by me, and that all information contained in my application is true and correct.

\_\_\_\_\_ (initial here)

I hereby authorize the references I have listed to provide information to employer relevant to my application for employment, including information regarding my current and/or previous employment. In addition, I hereby agree to release all persons, schools, and employers of any and all claims, demands or liabilities arising out of, or in any way related to such disclosure. For positions within the City of San Francisco, pursuant to the San Francisco Fair Chance Ordinance, the employer will consider qualified applicants with arrest and conviction records for employment.

\_\_\_\_\_ (initial here)

If hired, I understand and agree I may terminate my employment with employer at any time, for any reason or no reason, with or without notice to employer, and that employer may terminate my employment at any time, for any reason or no reason, with or without notice to me. If hired, I understand and agree that my employment with employer is for no specified term. No one other than employer has the authority to alter this policy of "at-will" employment, and that any change of that policy must be in writing and signed by an authorized company representative. This at-will provision supersedes all prior understandings or agreements regarding the nature of any employment relationship with employer.

\_\_\_\_\_ (initial here)

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This employer is an equal opportunity employer. This employer does not discriminate on the basis of race, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), color, national origin, sexual orientation, religion, age, disability, marital status, protected medical condition, gender, gender expression, gender identity, genetic information, or any other basis as defined by state, federal or local law. This employer provides reasonable accommodation to qualified individuals with disabilities in both the hiring process and during employment as required by applicable federal, state and local laws.

